



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

Regd. Office : Vidyut Bhawan, Jyoti Nagar, Jaipur 302 005

Tele- Fax: 0141-2740455

No.RVPN/Secy.(Admn.)PA/D. 167

Dated 7.09.2017

The Zonal CE / Chief Engineer / Addl. CE (T&C/PP&D/Civil/Proc/contract/LD/
RVPN, Jaipur/Asansol/Jodhpur NPP&R/MPT&S)

Sub: Employee History till 31.12.2016 - to be uploaded in SAP-ERP.


In the process of implementation of SAP-ERP, "Employee History" till 31.12.2016 is to be uploaded to SAP-ERP for reporting purpose. In order to upload the history of employees, a screen containing fields for Employee History is prepared in HCM-Payroll at locations level (T-Code : ZHR_emphistory) and report may be generated (T-code: ZHR_history) at locations and Circle level.

In this context, all office In charge are directed to arrange for making entries of all employees posted at their office in SAP-ERP.

Further, after making entries at location level, Feeder Managers / PO / APO / TA to SE or any authority designated by the SE / Circle officer may be authorized to check history of employees working within their circle. The history details may be collected from service book / personal file of the employees.

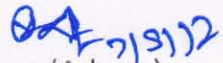
Further, these entries should be made within one month and CIRCLE wise CERTIFICATE may be sent to this office through email by 31.10.2017, so that Employee history may be uploaded to SAP. This data should be checked and verified at circle offices before sending certificate.

Encl: As above


Secretary (Admn.)
RVPN, Jaipur

Copy to the following for information and necessary action:

1. Chief Controller of Accounts, RVPN, Jaipur
2. The Chief Engineer (IT), RVPN, Jaipur.
3. The Superintending Engineer (MIS & IT), RVPN, Jaipur.
4. The Superintending Engineer (.....), RVPN,.....
5. TA / PA / PS to (CMD / Dir(Tech. / Opr./ Fin.), RVPN, Jaipur.
6. Sh.Feeder Manager/PO/APO, RVPN


Secretary (Admn.)
RVPN, Jaipur